# Scope & Sequence

|  |  |  |
| --- | --- | --- |
| **Course Name:** Practicum in Printing and Imaging Technology/Extended Practicum in Printing and Imaging Technology  **TSDS PEIMS Code:** 13009805 (First Time Taken)  13009815 (Second Time Taken) | | **Course Credit:** 3.0  **Course Requirements:** Recommended for Grades 10-12.  **Prerequisites:** Printing and Imaging Technology II and Printing and Imaging Technology II Lab.  **Corequisite:** Practicum in Printing and Imaging Technology. |
| **Course Description:** In addition to developing advanced technical knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications Career Cluster, students will be expected to develop an advanced technical understanding of the printing industry with a focus on finishing and bindery operations and customer-based projects. Instruction may be delivered through lab-based classroom experiences or career preparation opportunities. | | |
| **NOTE 1:** The practicum course is a paid or unpaid capstone experience for students participating in a coherent sequence of career and technical education courses in the Arts, Audio/Video Technology, and Communications Career Cluster. This is a suggested scope and sequence for the course content. This content will work with any textbook, instructional materials or practicum experience. If locally adapted, make sure all TEKS are covered.  **NOTE 2:** Completion of skill sets may be demonstrated throughout the practicum. Therefore, content based on the TEKS does not have to be delivered sequentially. The major reason students take a practicum is to provide additional time on task for learning specialized skills. In most cases where the Extended Practicum is added to the Practicum, it is because the student is spending more than 15 hours per week at his/her training station (place of employment or internship).  **NOTE 3:** The information in this scope and sequence document does not describe detailed activities, because the activities will vary from student to student and training station to training station. The intent is that students incorporate and use previously learned knowledge and skills related to the career cluster. | | |
| **Practicum Plan** | **TEKS Covered**  **130.166. (c) Knowledge and skills** | |

|  |  |
| --- | --- |
| **Section 1: Pre-Practicum**  Prior to beginning practicums, students will review and discuss professional standards and employers’ expectations, personal and workplace safety and emergency procedures, effective problem-solving strategies, positive interpersonal skills, the principles of group participation and teamwork, appropriate work habits, ethical conduct, and conflict-management skills. Students will also discuss the technical and academic skills required for the practicum, and put into place strategies for mastering any/all skills necessary to manage and perform work/practicum responsibilities.  Also prior to beginning their practicum experiences, students will agree to adhere to policies and procedures, demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation, accept constructive criticism, make ethical decisions, complete tasks with the highest standards, and to comply with all applicable rules, laws, and regulations in a consistent manner. Students will also review and discuss professional communications strategies and practices for effective working relationships, such as providing constructive praise and criticism, demonstrating sensitivity to and value for diversity, and managing stress and controlling emotions.  Students, supervising instructors, and practicum experience supervisors will read and review locally created practicum checklist(s). Parent/guardians will also be provided with a copy. Checklist(s) will include all relevant TEKS along with rubrics for supervisor evaluations and student self-evaluations. Students will read, discuss, and demonstrate an understanding of the provided checklist and rubric criteria before beginning their practicum experiences | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) identify and participate in training, education, or certification to prepare for employment; and  (B) identify and demonstrate professional standards and personal qualities needed to be employable such as self-discipline, self-worth, positive attitude, integrity, and commitment.  (2) The student applies academic knowledge and skills in printing and imaging projects. The student is expected to:  (A) apply English language arts knowledge and skills in accordance with industry standards to a variety of written documents; and  (B) apply mathematics knowledge and skills in accordance with industry standards to solve a problem.  (4) The student implements advanced problem-solving methods. The student is expected to:  (A) employ critical-thinking skills independently and in groups; and  (B) employ interpersonal skills in groups to solve problems.  (5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects.  (6) The student applies safety regulations. The student is expected to:  (A) implement personal and workplace safety rules and regulations; and  (B) follow emergency procedures.  (8) The student implements ethical decision making and complies with laws regarding use of technology in printing. The student is expected to:  (A) demonstrate an understanding of ethical conduct related to interacting with others such as maintaining client confidentiality and privacy of sensitive content and providing proper credit for ideas;  (B) apply copyright laws in relation to fair use and duplication of materials;  (C) model respect for intellectual property;  (D) demonstrate proper etiquette and knowledge of acceptable use policies; and  (E) understand Creative Commons laws, including all licensing.  (10) The student implements technical skills for efficiency. The student is expected to employ planning and time-management skills and tools to enhance results and complete work tasks. |
| **Section 2: TEKS Checklist Components: Practicum in Printing and Imaging Technology**  Students, parents/guardians, and instructional/workplace supervisors will review, understand, and agree to a checklist of practicum objectives. Checklists may be locally adapted/modified, but all corresponding TEKS Checklist Components must be addressed. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) identify and participate in training, education, or certification to prepare for employment; and  (B) identify and demonstrate professional standards and personal qualities needed to be employable such as self-discipline, self-worth, positive attitude, integrity, and commitment.  (2) The student applies academic knowledge and skills in printing and imaging projects. The student is expected to:  (A) apply English language arts knowledge and skills in accordance with industry standards to a variety of written documents; and  (B) apply mathematics knowledge and skills in accordance with industry standards to solve a problem.  (3) The student implements advanced communications strategies. The student is expected to:  (A) adapt language such as structure and style for audience, purpose, situation, and intent;  (B) organize oral and written information;  (C) interpret and communicate information, data, and observations;  (D) present information formally and informally;  (E) apply active listening skills to obtain and clarify information;  (F) listen to and speak with diverse individuals; and  (G) exhibit public relations skills to increase internal and external customer/client satisfaction.  (5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects.  (6) The student applies safety regulations. The student is expected to:  (A) implement personal and workplace safety rules and regulations; and  (B) follow emergency procedures.  (7) The student implements leadership characteristics in student leadership and professional development activities. The student is expected to:  (B) employ teamwork and conflict-management skills to achieve collective goals;  (C) establish and maintain effective working relationships by providing constructive praise and criticism, demonstrating sensitivity to and value for diversity, and managing stress and controlling emotions;  (D) prepare for meetings by developing goals and objectives to achieve within a scheduled time and producing agendas;  (E) conduct and participate in meetings to accomplish work tasks by achieving goals and objectives within a scheduled time; producing meeting minutes, including decisions and next steps; and using parliamentary procedures, as needed; and  (F) employ mentoring skills to inspire and teach others.  (8) The student implements ethical decision making and complies with laws regarding use of technology in printing. The student is expected to:  (A) demonstrate an understanding of ethical conduct related to interacting with others such as maintaining client confidentiality and privacy of sensitive content and providing proper credit for ideas;  (B) apply copyright laws in relation to fair use and duplication of materials;  (C) model respect for intellectual property;  (D) demonstrate proper etiquette and knowledge of acceptable use policies; and  (E) understand Creative Commons laws, including all licensing.  (10) The student implements technical skills for efficiency. The student is expected to employ planning and time-management skills and tools to enhance results and complete work tasks.  (11) The student implements an advanced technical understanding of professional printing and imaging. The student is expected to:  (A) understand printing systems and their uses;  (B) manage the printing process;  (C) prepare customer documents;  (D) use appropriate printing processes;  (E) use binding processes, including cutting, folding, and trimming;  (F) calculate paper counts from a stock sheet;  (G) demonstrate folding a variety of print pieces, adapting equipment as needed;  (H) demonstrate saddle stitch, perfect bind, and flat stitching in various printed materials;  (I) demonstrate padding press operations;  (J) use appropriate embossing, foil stamping, die cutting, and laminating samples;  (K) print appropriate paper labels, ink jet labels, and bulk forms;  (L) demonstrate knowledge of postal regulations related to packages, contents, sizes, and destinations; and  (M) meet customer needs with regard to labeling, packaging, and shipping according to regulatory standards. |
| **Section 3: Critical Thinking and Problem-Solving: Practicum: Check-In 1**  Students will discuss and demonstrate critical-thinking and problem-solving skills as they participate in check-in(s) with supervisors throughout their practicum experiences. Students will analyze and evaluate their practicum experiences as they describe how they have applied critical-thinking and problem-solving skills as well as interpersonal skills in groups to solve problems they may have encountered or may still encounter. Students will also be encouraged to discuss and predict what other critical-thinking and problem-solving skills will be necessary for a successful practicum experience as well as a successful career in a printing and imaging-related field. Students will discuss and begin to demonstrate course required skills related to seeking, applying for, and obtaining a desired job, including identifying job opportunities, developing a resume and letter of application, completing a job application, and demonstrating effective interview skills. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (C) demonstrate skills related to seeking, applying for, and obtaining a desired job, including identifying job opportunities, developing a resume and letter of application, completing a job application, and demonstrating effective interview skills.  (4) The student implements advanced problem-solving methods. The student is expected to:  (A) employ critical-thinking skills independently and in groups; and  (B) employ interpersonal skills in groups to solve problems.  (5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects. |
| **Section 4: Check List Progress and Leadership Activities: Check-In 2**  During this check-in, students will discuss and self-evaluate their practicum check list progress as well as any questions or problems they may have encountered. Students will describe how they have applied or will apply critical thinking and problem-solving skills as well as interpersonal skills in groups to solve problems they may have encountered or may still encounter.  As culminating activities for the practicum, students will use appropriate technology to research and discuss leadership skills, roles of leaders within organizations, effective leadership styles, and the benefits of participating in civic and community leadership and teamwork opportunities to enhance skills. Students will research leadership opportunities and other benefits offered by CTSO and/or other extracurricular activities, and prepare and effectively present a brief oral and/or written report on a CTSO or other extracurricular organization they may be willing to join or are already participating in. | (4) The student implements advanced problem-solving methods. The student is expected to:  (A) employ critical-thinking skills independently and in groups; and  (B) employ interpersonal skills in groups to solve problems.  (5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects.  (7) The student implements leadership characteristics in student leadership and professional development activities. The student is expected to:  (A) employ leadership skills to accomplish goals and objectives by analyzing the various roles of leaders within organizations, exhibiting problem-solving and management traits, describing effective leadership styles, and participating in civic and community leadership and teamwork opportunities to enhance skills. |

|  |  |
| --- | --- |
| **Extended Practicum Plan** | **TEKS Covered**  **130.119. Knowledge and skills** |
| **Section 1: Pre-Practicum**  Prior to beginning practicums, students will review and discuss professional standards and employers’ expectations, personal and workplace safety and emergency procedures, effective problem solving strategies, positive interpersonal skills, the principles of group participation and teamwork, appropriate work habits, ethical conduct, and conflict-management skills. Students will also discuss the technical and academic skills required for the practicum, and put into place strategies for mastering any/all skills necessary to manage and perform work/practicum responsibilities.  Prior to beginning their practicum experiences, students will also agree to adhere to policies and procedures, demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation, accept constructive criticism, make ethical decisions, complete tasks with the highest standards, and to comply with all applicable rules, laws, and regulations in a consistent manner. Students will also review and discuss the importance of professional communications strategies and a positive attitude.  Students, supervising instructors, and practicum experience supervisors will read and review locally created practicum checklist(s). Parents/guardians will also be provided with a copy. Checklist(s) will include all relevant TEKS along with rubrics for supervisor evaluations and student self-evaluations. Students will read, discuss, and demonstrate an understanding of the provided checklist and rubric criteria before beginning their practicum experiences | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to printing and imaging technology;  (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;  (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, self-worth, positive attitude, integrity, and commitment with increased fluency;  (D) demonstrate use of personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects with increased fluency;  (E) employ teamwork and conflict-management skills with increased fluency to achieve collective goals; and  (F) employ planning and time-management skills and tools with increased fluency to enhance results and complete work tasks.  (2) The student implements advanced communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner; and  (C) apply active listening skills to obtain and clarify information.  (3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions.  (4) The student understands and applies proper safety and security techniques in the workplace. The student is expected to demonstrate an understanding of and consistently follow workplace safety rules and regulations.  (5) The student understands the professional, ethical, and legal responsibilities in printing and imaging technology. The student is expected to:  (A) demonstrate a positive, productive work ethic by performing assigned tasks as directed;  (B) exhibit ethical conduct by maintaining client confidentiality and privacy of sensitive content and providing proper credit for ideas;  (C) apply copyright laws in relation to fair use and duplication of materials in a consistent manner;  (D) apply Creative Commons laws, including all licensing; and  (E) comply with all applicable rules, laws, and regulations in a consistent manner. |
| **Unit 2: TEKS Checklist Components: Extended Practicum in Printing and Imaging Technology**  Students, parents/guardians, and instructional/workplace supervisors will review, understand, and agree to a checklist of practicum objectives. Checklists may be locally adapted/modified, but all corresponding TEKS must be addressed. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to printing and imaging technology;  (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;  (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, self-worth, positive attitude, integrity, and commitment with increased fluency;  (D) demonstrate use of personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects with increased fluency;  (E) employ teamwork and conflict-management skills with increased fluency to achieve collective goals; and  (F) employ planning and time-management skills and tools with increased fluency to enhance results and complete work tasks.  (2) The student implements advanced communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;  (B) present information formally and informally effectively;  (C) apply active listening skills to obtain and clarify information; and  (D) exhibit public relations skills to maintain internal and external customer/client satisfaction.  (3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions.  (4) The student understands and applies proper safety and security techniques in the workplace. The student is expected to demonstrate an understanding of and consistently follow workplace safety rules and regulations.  (5) The student understands the professional, ethical, and legal responsibilities in printing and imaging technology. The student is expected to:  (A) demonstrate a positive, productive work ethic by performing assigned tasks as directed;  (B) exhibit ethical conduct by maintaining client confidentiality and privacy of sensitive content and providing proper credit for ideas;  (C) apply copyright laws in relation to fair use and duplication of materials in a consistent manner;  (D) apply Creative Commons laws, including all licensing; and  (E) comply with all applicable rules, laws, and regulations in a consistent manner.  (6) The student implements an advanced technical understanding of professional printing and imaging. The student is expected to:  (A) conduct, document, and evaluate learning activities in a supervised printing and imaging technology experience;  (B) practice use of various printing systems;  (C) demonstrate use of appropriate printing processes with increased fluency;  (D) demonstrate use of binding processes such as cutting, folding, and trimming with increased fluency;  (E) demonstrate folding of a variety of print pieces by adapting equipment as needed;  (F) use appropriate embossing, foil stamping, die cutting, and laminating samples with increased fluency;  (G) meet customer needs for labeling, packaging, and shipping according to regulatory standards;  (H) develop advanced technical knowledge and skills related to the student's occupational objective;  (I) demonstrate growth of technical skill competencies; and  (K) collect representative work samples. |
| **Unit 3: Critical-Thinking and Problem-Solving: Practicum Check-In 1**  Students will discuss and demonstrate critical-thinking and problem-solving skills as they participate in check-in(s) with supervisors throughout their practicum experiences. Students will analyze and evaluate their practicum experiences as they describe how they have applied critical-thinking and problem-solving skills as well as interpersonal skills in groups to solve problems they may have encountered or may still encounter. Students will also be encouraged to discuss and predict what other critical-thinking and problem-solving skills will be necessary for a successful practicum experience as well as a successful career in a printing and imaging-related field. Students will use appropriate technology to research, analyze, and self-evaluate their current participation in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;  (D) demonstrate use of personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects with increased fluency;  (2) The student implements advanced communications strategies. The student is expected to:  (B) present information formally and informally effectively.  (3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions. |
| **Unit 4: Check List Progress and Leadership Activities: Check-In 2**  During this check-in, students will discuss and self-evaluate their practicum check list progress as well as any questions or problems they may have encountered. Students will describe how they have applied or will apply critical-thinking and problem-solving skills as well as interpersonal skills independently and in groups to solve problems they may have encountered or may still encounter. Students will use appropriate technology to research and discuss leadership opportunities and other benefits offered by CTSO and/or other extracurricular student activities, and prepare and effectively present a brief oral and/or written report on a CTSO or other extracurricular organization they may be willing to join or are already participating in. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (D) demonstrate use of personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects with increased fluency.  (2) The student implements advanced communications strategies. The student is expected to:  (B) present information formally and informally effectively.  (3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions. |
| **Unit 5: Career Skills and Practicum Culminating Activities**  Students will use appropriate technology and/or assigned materials to review and self-evaluate skills, personal qualities, technical skill competencies, training, education, and/or preparation for licensure, certification, and/or other relevant credentials for employment. Students will demonstrate effective communications strategies and exhibit public relations skills as they discuss their strengths and weaknesses in technical skill proficiency and present practicum work samples and demonstrate advanced technical knowledge and skills related to their occupational objective(s). | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to printing and imaging technology;  (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment; and  (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, self-worth, positive attitude, integrity, and commitment with increased fluency.  (2) The student implements advanced communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;  (B) present information formally and informally effectively;  (C) apply active listening skills to obtain and clarify information; and  (D) exhibit public relations skills to maintain internal and external customer/client satisfaction.  (6) The student implements an advanced technical understanding of professional printing and imaging. The student is expected to:  (A) conduct, document, and evaluate learning activities in a supervised printing and imaging technology experience;  (H) develop advanced technical knowledge and skills related to the student's occupational objective;  (I) demonstrate growth of technical skill competencies;  (J) evaluate strengths and weaknesses in technical skill proficiency; and  (K) collect representative work samples. |